

agency adopting the quantity-ticket-purchase method shall issue internal instructions clearly defining the particular circumstances and conditions under which transportation tickets may be purchased in quantity. Further, each agency shall establish specific accountability controls for stocks of tickets and tokens and for periodically reviewing its regulations to ensure maintenance of a reasonable and objective quantity purchase program.

[42 FR 36672, July 15, 1977, as amended at 47 FR 11282, Mar. 16, 1982]

§ 101-41.203-4 Reduced rate services.

Through fares, special fares, commutation fares, excursion fares, and reduced rate one-way and round-trip fares shall be used for official travel when it can be determined before starting a trip that all things considered, use of such service would be more practical and economical.

§ 101-41.203-5 Joint procurement of rail transportation and accommodations.

When the need for sleeping or parlor car accommodations is known at the time the rail transportation services are authorized, a single GTR shall be issued for joint procurement of transportation and accommodations. A separate GTR may be used to procure accommodations if such service is authorized after procurement of the rail transportation tickets; the GTR shall bear the name of the carrier issuing the sleeping or parlor car ticket and, when known, the number of the GTR covering the rail transportation service.

§ 101-41.203-6 Air excess baggage service.

(a) Cash shall generally be used to pay for the air carriage of authorized excess baggage when the cost thereof is \$15 or less for each leg of a trip. (See § 101-41.203-2.) When the charges will exceed \$15, the air carrier to which the authorizing GTR is presented shall prepare one or more sets of a Government excess baggage authorization/ticket (GEBAT) to provide a separate coupon for each change of flight, carrier, or stopover. It is essential to the payment process that the GTR number, the

name and address of the office to be billed for the services furnished, and the name of the traveler, as shown on the authorizing GTR, be completely and accurately entered on the GEBAT.

(b) The GEBAT coupons shall be given to the traveler with the air ticket for presentation to the honoring carriers. Each carrier that is to provide excess baggage service shall lift the pertinent coupon, complete it to show the gross and net weights or number of pieces of baggage carried, and use the coupon to support the subsequent billing of charges. The carrier providing the service may bill its charges direct to the paying office or may go forward the coupon to the carrier to which the GTR was tendered for billing.

§ 101-41.204 Contracts, tenders, and charters.

§ 101-41.204-1 Contracts.

With the exception of contracts for intracity bus service and contracts entered into by the Military Airlift Command and the Military Sealift Command, a copy of each contract, negotiated or otherwise, providing rates or charges for passenger transportation services shall be forwarded by agencies, promptly upon execution, to the General Services Administration (BWA), Washington, DC 20405.

(31 U.S.C. 952, 31 U.S.C. 3726; 40 U.S.C. 486(c))

[46 FR 42662, Aug. 24, 1981, as amended at 48 FR 27726, June 17, 1983]

§ 101-41.204-2 Tenders.

Two copies of each tender or quotation of special rates, fares, charges, or concessions for common or contract carrier passenger transportation services, including those made under section 10721 of the Revised Interstate Commerce Act (49 U.S.C. 10721), formerly section 22 of the Interstate Commerce Act, shall be promptly submitted by the negotiating agencies to the General Services Administration (BWA), Washington, DC 20405.

(31 U.S.C. 952, 31 U.S.C. 3726; 40 U.S.C. 486(c))

[46 FR 42662, Aug. 24, 1981, as amended at 48 FR 27726, June 17, 1983]